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DDP-6
VM.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800340010-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : DD/P Records Management Officer

DATE: 4 Jan. 1962

FROM : Records Administration Officer, DD/S

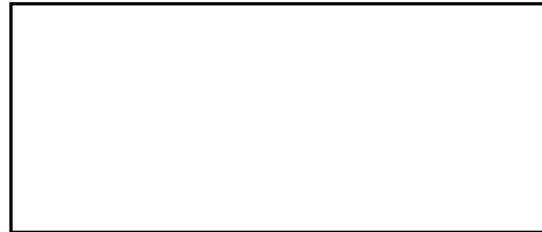
SUBJECT: Vital Records Protective Facilities

1. Per our phone conversation, I am forwarding the following information regarding Vital Records Protective facilities:

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g. Announcement of American Management Association Conference on Industrial Preparedness to be held in New York, N. Y.

2. Please return this material when it has served your purpose.

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Enclosures

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5. Any requirement for the storage of VR is based on the assumption that the U.S. will continue as a major world power and that the USSR will no longer constitute the major threat. Communist China may remain substantially intact. These considerations affect kinds of records that the GS will need to reconstruct in support of its operations in the post conflict stage.

6. Recommendations:

- a. Approve in principle the basis on which the VR of the GS will be identified and stored (paras. 2, 3, 4, and 5 above).
- b. Direct development of criteria on the basis of the concepts outlined above as guidance to the GS in the identification and maintenance of VR material. Full advantage should be taken of the extensive vital material holdings of the DDC and the DDS which are available to support GS operations as required. Likewise, current duplication between the VR stored and maintained by the several elements of the GS should be eliminated. Advantage should also be taken of the current microfilming program and the development of the [redacted] which will, starting in 1962, provide substantial record coverage in the Vital Records Repository which will be available to reconstruct our records if such is required.

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